



Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

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DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Business Skills

DIVISION: Continuing Education

ACADEMIC YEAR: 2012-2013

Department's Vision:

Vision

The Santiago Canyon College, Continuing Education, Business Skills Department, with close collaboration with business and industry, will grow, adapt, and adjust its business skills program to meet current and future needs of our community.

Department's Mission:

Mission

The Santiago Canyon College, Continuing Education, Business Skills Department, offers a quality business skills and computer applications training program using industry standard/related software for students and community members. Curricula developed and taught by qualified instructors lead to course completion certificates and program completion certificates, as well as prepare students for successful transition to Santiago Canyon College Business Department credit courses and/or the workforce.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	PROGRESS
Develop curriculum and a comprehensive instructional program that motivates and enables students to gain employment skills necessary for success in the global marketplace.				
1. Research demand for new courses in computer applications	wilson_connie	Spring 2013	EDD Data, OC Workforce Report, Research Dept. Personnel for Development/Collection of OnLine Survey Data	In Progress
2. Develop curricula for new computer applications courses and/or revise student				

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activities for existing computer applications courses as needed	All Members	On-going	Instructor Expertise; Funding	In Progress
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3. Secure funding for equipment, software, curriculum development, promotional flyers, and other activities (e.g., web and print promotional materials/resources, conferences, workshops) leading to a more comprehensive instructional program	wilson_connie	On-going	Current Budget Figures; 42 Replacement Computers for OEC - 159 (\$55,555) and 50 for OEC 149 (\$67,750); curriculum development (\$7,500); promotional flyers (1,000); upgrades (\$12,000)	Completed
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Develop course offerings that help students move from non-credit to credit courses by determining and working toward possible linkages between continuing education and credit courses.

1. Work with faculty from SCC Credit side of the college to determine possible linkages between continuing education and credit courses	wilson_connie	On-going	Time	In Progress
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2. Develop courses/curriculum that will facilitate the movement of students from non-credit to credit courses	All Members	On-going	Funding for Curriculum Development; Instructor Expertise	In Progress
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3. Continue to emphasize reading, writing, speaking, critical thinking, problem solving, analytical reasoning and other skills necessary to succeed	All Members	On-going	Qualified FT and Pool of Adjunct Instructors	In Progress
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4. Identify/secure resources for purchasing equipment, software, textbooks, etc. that will help move students from continuing education to credit courses	wilson_connie	On-going	Current Budget Figures; Medical Billing Textbooks (\$5,000); Medical Billing Server and Networked Student Software (\$25,000+) and Equipment (above) that Can Run the Medical Billing Software. Exchange Server Software Upgrade for MS Outlook classes (\$1500).	Completed
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Increase enrollments to better serve our community's needs through greater participation and utilization of space, resources, and computer labs located in other Santiago Canyon College centers; e.g., Anaheim Hills Center (AHC), etc.

1. Research demand for computer applications courses/classes then work to	EDD Data, OC Workforce Report, Research Dept.
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establish/develop facilities and computer labs to better serve our community; time	wilson_connie	On-going	Personnel for Development/Collection of OnLine Survey Data; Time	In Progress
2. Secure funding for equipment, furniture, supplies and curriculum development for computer applications courses where new demand has been established	wilson_connie	On-going	Current Budget Figures	In Progress
3. Identify/secure resources and/or hire Business Skills Dept. FT faculty to help manage new Business Skills Dept. classrooms/labs as implemented	wilson_connie	On-going	Current Budget Figures; Additional Facility Shared Space to House a Computer Lab	In Progress
4. Identify/secure resources and hire PT faculty to teach at other Centers as needed	alvano_patricia	On-going	PT Instructors for Off-Site Expansion	In Progress
5. Identify/secure resources and hire PT and FT staff to provide adequate classified support for the Business Skills Dept. program	wilson_connie	On-going	Current Budget Figures; Additional Instructional Assistants (3)	In Progress

Help local community members bridge the digital divide by providing greater access to integrated computer instruction and student support services via a mobile unit, which can travel throughout the Santiago Canyon College (SCC) service area.

1. Share MTEC with Inmate Education Program	All Members	On-going	None at this time	In Progress
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Increase access to computer skills training by exploring alternative delivery systems; e.g., online courses, etc.

1. Review successful alternative delivery systems of other educational institutions	All Members	On-going	Funding for Visits and Workshops; online webinars	In Progress
2. Incorporate alternative delivery systems within the Business Skills Department program	All Members	On-going	Varied	In Progress

Develop/expand relationships with educational institutions (including SCC faculty), businesses, and public & private agencies.

1. Contact faculty, counselors, industry training coordinators, etc. within/outside RSCCD to share information/strategies needed for transfer/employment	wilson_connie	On-going	Time	In Progress
2. Conduct and/or study surveys to determine demand for computer applications courses	All Members	On-going	EDD Data, OC Workforce Report, Research Dept. Personnel for OnLine Survey	In Progress
3. Strive to offer computer applications courses throughout the SCC service area	All Members	On-going	PT Instructors for Off-Site	In Progress

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(SCC facilities or Partners)				Expansion	
4. Obtain collaboration/partnership agreements	wilson_connie	On-goine	Time		In Progress

Number of active session(s): 2